Note: contracts must be authorised by an approved UTS officer and signed by the casual academic before any payments can be made.
Description details include:

- **Cas Aca** for casual academic teaching
- **Cas Cne** for clinical facilitator
- **Above load** for above load teaching
- **Thesis Marking**
- **Back pay** (when the contract is received after work has commenced)

Followed by the relevant subject number (eg 22222)

Fortnightly payments are calculated by dividing the total amount of each contract by the total number of calendar days in the contracted period. The amount is then multiplied by 14 (the number of calendar days in a fortnight).

**Payroll slip example:**
27/7/09 – 6/11/09 = 103 days
Total value of contract = $5,601.18
$5,601.18 / 103 x 14 = $761.33

Contracts which are received late are calculated in the same manner. The back pay is the value of the contract divided by the total number of calendar days multiplied by the number of days in arrears.

This ‘averages’ the fortnightly payments. At the end of the contract period, the total value of the contract will have been paid in full.